

Keeping Everyone Safe in our School Community

*Information for staff, students,
volunteers and visitors*



This leaflet contains information about:

Keeping Children Safe

Keeping Yourself Safe

Emergency Evacuation Procedures

Designated Safeguarding Officer at CWCS is:

Julie Gilbert – Head of School

Deputy Safeguarding Officers are:

Helen McShane , Michelle Bromhead, Kelly Hayward

Keeping Children Safe

The safety of children at Countess Wear Community School is paramount and is everyone's responsibility. If you have any concerns about the welfare of a child it is your duty to report this to a Safeguarding Officer as soon as possible. The names of Safeguarding Officers are on the front of this leaflet.

If a child discloses something to you that makes you concerned for their welfare it is important that you:

- *Listen and stay calm*
- *Reassure them*
- *Believe them*
- *Do not ask leading questions or investigate*
- *Do not make promises or say you will keep it a secret*
- *Tell them you will need to speak to someone who may be able to help*

Record what has been said on a concern form as soon as possible, remembering to sign and date your notes. Members of staff can use CPOMS to record concerns. This must be shared immediately with a Safeguarding Officer. If you are unable to contact a Safeguarding Officer and you consider a child to be in immediate harm, you should report this directly to the Multi Agency Safeguarding Hub.

Multi Agency Safeguarding Hub
mashsecure@devon.gcsx.gov.uk
Tel 0345 155 1071

Any concerns about the Head must be reported to the Chair of Governors, who can be contacted at chaggerty@countesswear.devon.sch.uk

If you have any concerns about children or families in and around our local community you can –

Call 999 in an emergency

Contact the MASH team directly on 0345 155 1071 or

Contact the Community Police Officer, Anthony Keller on:

Tel 101 (ask for PCSO 30421) or email him -

ExeterNeighbourhoodPolicingTeamEast@devonandcornwall.pnn.police.uk

Keeping Yourself Safe

All staff, students, volunteers and visitors must sign in and out of school at the Main School Office.

All staff must wear their lanyard to identify their role. Volunteers, students and visitors must wear an appropriate identification lanyard. This must be returned when you leave.

Ensure that your behaviour and language is calm and respectful at all times.

Personal mobile phones are not to be used in school, apart from in the staff room, or offices when there are no children present.

Ensure that you are wearing appropriate clothing in school that looks professional and is not revealing.

If you are working alone with a child, always ensure that the door is left open or you are visible to others.

Do not engage pupils on social media or give out your personal details. Do not exchange private emails or text messages with pupils.

Think about each individual child's needs when assisting them. If possible, do not do something for a child that they can do for themselves.

Always tell someone if a child touches you or speaks to you inappropriately.

You may be asked to take photos of children to support their learning - only school devices are to be used. At events, families are permitted to take photos of their own children, however any photo that contains other children must not be shared on social media.

Emergency Evacuation Procedures

If the alarms are activated whilst you are on the school premises you will hear a loud continuous alarm. You need to:

- Stay calm and make your way to the nearest exit quickly*
- Help children to leave the building safely, calmly and in silence*
- Ensure that vulnerable children (including those who are deaf or have mobility difficulties) are given the support they need to leave the building calmly and safely*
- Ensure that windows and doors are closed by the last adult to leave the room*
- Leave your belongings behind and do not return for them*
- Meet at the Assembly point in the KS1 Playground, next to the Foundation Stage Unit*
- Check that all children you are responsible for are present*
- Wait in silence until a member of the leadership team says that it is safe to reenter the building*

Administrative staff will check that all staff and visitors are present.

*Countess Wear Community School
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admin@countesswear.devon.sch.uk
www.countesswear.devon.sch.uk*